

To: Executive Director  
Legislative Services Agency

Members  
Indiana General Assembly

From: Suzanne Clifford, Director  
Division of Mental Health and Addiction

Subject: Annual Report Required by IC 4-1-8-7

Date: December 28, 2004

Under IC 4-1-8-1 the Division of Mental Health and Addiction is exempt from IC 4-1-8 which prohibits state agencies from requiring individuals to provide Social Security numbers. The Division must submit under IC 4-1-8-7, by January 1 of each year, an annual report on the collection of Social Security numbers and the rationale for requiring them. We are also required to send this report to each member of the Indiana General Assembly. This submission is intended to meet the statutory requirement for calendar year 2004.

The Division of Mental Health and Addiction (DMHA) collects and maintains individual Social Security numbers for the following purposes:

- Federal regulations (42 CFR 435.910) require, as a condition for Medicaid eligibility, that each individual (including children) furnish their Social Security number. Individuals without a Social Security number must apply for one to access Medicaid, and states are instructed to assist in that application.
- The Serious Emotionally Disturbed (SED) Medicaid Home and Community-Based Waiver for Children requires a Social Security number for eligibility.
- Social Security numbers are used to verify eligibility and for billing purposes for Medicare, Medicaid, and other third-party insurers.
- The numbers are used to verify and/or to apply for Veterans Administration and/or Social Security benefits.
- The numbers are necessary to apply for coverage under the "590" Program, a state fund administered under Medicaid guidelines for payment of off-grounds medical costs of state hospital patients.
- The Division utilizes the last four digits of each client's Social Security number combined with other data to create a client unique identifier for the Community Services Data System (CSDS). The unique identifier protects the identity of the client but allows the Division to match client data across other systems (i.e., State Operated Facility Database, Medicaid system, previous years CSDS data, etc.). This also is a safeguard to prevent clients from being enrolled more than once in the Hoosier Assurance Plan (HAP) in each state fiscal year.